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**THE UNIVERSITY
OF TEXAS AT DALLAS**

Testing Center

Audit Report No. 2605

November 10, 2025

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Executive Summary

Audit Objective
To assess the design and operating effectiveness of internal controls over the University's Testing Center, with a focus on application, physical, and data security controls.
Primary Risk Type(s)
Information Technology
Instruction
Date of Last Audit
None that relate to the Testing Center.
Controls and Strengths
The Testing Center: - Utilizes the Office of Information Technology's (OIT) backup solutions.   - Has strong processes and procedures regarding physical security.   - Has effective monitoring and management of computer and application updates.   - Is in a segregated network, reducing exposure to cybersecurity threats.
Overall Conclusion
The University's Testing Center has generally effective controls over applications, physical security, and data security.
Observations by Risk Level
This audit did not result in any reportable observations. Minor observations were shared verbally with management. See Appendix B on page 5 for definitions of observation risk rankings.
For details about the audit procedures, explanation of risk levels, and report distribution, please see Appendices A, B, and C, respectively, in the attached report.

Appendix A: Information Related to the Audit

Background

The UT Dallas Testing Center[1] is a 300-seat facility located in the Synergy Park North 2 Building (SP2). This facility serves the campus by facilitating physical and online UT Dallas course tests, placement exams, certification exams, and more for UT Dallas students (154,317 facilitated in FY24). The Testing Center has also started offering testing services to the non-UT Dallas community for a small fee.

The Testing Center, a component of the Office of Educational Technology Services, has approximately 15 full-time staff and utilizes between 35 and 50 student workers to proctor exams. The Assistant Vice Provost for Educational Technology Service reports to the Vice President for Academic Affairs and Provost.

Audit Objective

To assess the design and operating effectiveness of internal controls over the University's Testing Center, with a focus on application, physical, and data security controls.

Scope

The scope of the audit was fiscal year 2025. Fieldwork was conducted from August 22, 2025, and the audit concluded on October 22, 2025.

Methodology

The audit was conducted in conformance with the Institute of Internal Auditors' Global Internal Audit Standards™. Additionally, we conducted the audit in conformance with generally accepted government auditing standards (GAGAS) as applicable. Both standards are required by the Texas Internal Auditing Act, and they require that we plan and perform the audit to obtain sufficient, proper evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our observations and conclusions based on our audit objectives.

GAGAS also requires that auditors assess internal control when it is significant to the audit objectives. We used the Committee of Sponsoring Organizations of the Treadway Commission (COSO) framework in assessing internal controls[2].

Our procedures included interviews, observations of processes, reviews of documentation, and testing. The table on page 4 outlines our procedures and observations for each of the audit area objectives performed.

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[1] https://ets.utdallas.edu/testing-center/

[2] http://www.coso.org

Audit Area	Procedures	Observations Related to the Audit Area
Gaining an understanding of the Testing Center.	Gained an understanding of operations by interviewing key responsible parties from the Office of Information Technology (OIT) and Educational Technology Services (ETS), and reviewing policies, procedures, and standards.	None
Logical and Physical Security	Determined if controls over logical and physical security were effective, including access management, segregated network reliability, physical security controls, and power contingency plans.	None
Data Security	Determined if backup/snapshot procedures were adequate to ensure proper data security and data handling and evaluated whether controls were adequate to ensure applications are on the latest version available.	None

Appendix B: Observation Risk Rankings

Audit observations are ranked according to the following definitions, consistent with UT System Audit Office guidance.

Risk Level	Definition
Priority	If not addressed immediately, a priority observation has a significant probability to directly affect the achievement of a strategic or important operational objective of UT Dallas or the UT System as a whole. These observations are reported to and tracked by the UT System Audit, Compliance, and Risk Management Committee (ACRMC).
High	High-risk observations are substantially undesirable and pose a high probability of adverse effects to UT Dallas either as a whole or to a division/school/department level.
Medium	Medium-risk observations are considered to have a moderate probability of adverse effects to UT Dallas either as a whole or to a division/school/department level.
Low	Low-risk observations are considered to have a low probability of adverse effects to UT Dallas either as a whole or to a division/school/department level.
Not Reportable	Some recommendations made during an audit are considered of minimal risk, and the observations are verbally shared with management during the audit or at the concluding meeting.

Appendix C: Report Submission and Distribution

We thank the Educational Technology Services management and staff for their support, courtesy, and cooperation provided throughout this audit.

Respectfully Submitted,

DocuSigned by:

Toni Stephens

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Toni Stephens, CPA, CIA, CRMA, Chief Audit Executive

Distribution List

Members and ex-officio members of the UT Dallas Institutional Audit Committee

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Dr. Darren Crone, Assistant Provost, Educational Technology Services

Other Interested Parties
Ms. Heather Burge, Associate Provost

External Parties
- The University of Texas System Audit Office
- Legislative Budget Board
- Governor's Office
- State Auditor's Office

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